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GOVERNOR

**State of Louisiana**  
**Statewide Interoperability Executive Committee**  
<http://www.ohsep.louisiana.gov/interop.htm>

BRANT MITCHELL  
CHAIRMAN

SONYA WILEY-GREMILION  
VICE CHAIRMAN

**POLICY NAME: STATEWIDE SYSTEM ACCESS POLICY**

**POLICY NUMBER: 09-002**

**EFFECTIVE DATE: December 9, 2008**

**AMENDED DATE: January 27, 2010**

**Statewide System Access Policy**

**I. Authorized Statewide System Access**

The state of Louisiana authorizes access to the statewide 700 MHz/800 MHz Project 25 System (P25 System) infrastructure for authorized federal and state first responder agencies, as well as authorized local entities that wish to operate on the system that have eligibility in the Public Safety Radio Pool as described in Federal Communications Commission Rules and Regulation (47 CFR-Part 90).

Authorized agencies accessing the P25 system will have subscriber units that are Project 25 compliant and capable of operating on both the 700 MHz and 800 MHz bands.

All agencies, other than agencies utilizing the P25 System as of October 22, 2008, must obtain authorization to access the P25 system from the Statewide Interoperability Executive Committee (SIEC) by submitting a letter of application to the Chairman requesting access.

The SIEC requires all First Responder and Non First Responder Agencies to submit their Request for System Access to the Regional Interoperability Committee for a letter of endorsement. In the absence of a Regional Interoperability Committee, the letter may be sent directly to the SIEC Chairman.

The Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) interoperability staff, along with Department of Public Safety, Radio Communications, will make a recommendation to the Executive Committee for acceptance onto the system. The Executive Committee will make a determination on whether the applicant will be allowed on the system.

Consoles, CCGW, or any other infrastructure equipment or system that would affect LWIN system resources must be prior reviewed by the SIEC Technical Subcommittee which will make a recommendation to the Executive Committee. The Executive Committee will then make a determination.

## II. P25 System Access Process

**Requesting Agencies** must follow the steps below to gain access the statewide system:

- ***First Responder Agencies*** and/or ***Non First Responder Agencies*** ***(who already have subscriber units on the P25 system)***

The following must be submitted to the SIEC Chairman:

- Radio ID Request (Appendix D)
- If additional talkgroups are required, Submit User Agency Talk Group Request (Appendix C - Sample Only)

- ***First Responder Agencies*** and/or ***Non First Responder Agencies*** ***(who do not have subscriber units on the P25 system)***

The SIEC requires all First Responder and Non First Responder Agencies to submit their Request for System Access to the Regional Interoperability Working Group for a letter of endorsement. In the absence of a Regional Working Group, the letter may be sent directly to the SIEC Chairman.

The following must be submitted to the SIEC Chairman:

- Letter to Request System Access (Appendix A-Sample Only)
- Agency Information Form (Appendix B)
- User Agency Talk Group Request (Appendix C - Sample Only)
- Radio ID Request (Appendix D)

### **Contact Information for SIEC:**

Brant Mitchell, Chairman  
Statewide Interoperability Executive Committee  
7667 Independence Blvd.  
Baton Rouge, LA 70806  
225-925-7332 Office  
225-925-7348 Fax  
[bmitchell@ohsep.louisiana.gov](mailto:bmitchell@ohsep.louisiana.gov)

### III. Responsibilities

#### Chairman, SIEC

- ***First Responder and Non-First Responder Agencies:***
  - Confirm receipt to Requesting Agency of their Letter of Application
  - Present Letter of Application to SIEC with technical analysis on capacity requirements for the affected area
  - Notify Requesting Agency if Application was Approved/Denied
  - Upon approved Application, immediately forward to DPS, Radio Communications
  - Confirm access to the P25 system is completed by DPS, Radio Communications
  - Provide notification to requesting agency their radios can be programmed
  - Upon denied Application, the SIEC will provide a Letter of Explanation to the Requesting Agency as to the reason for the decision

#### Department of Public Safety (DPS), Radio Communications

- Upon receipt of information, DPS, Radio Communications will work with the Requesting Agency and provide the following:
  - User Security Group
  - User "Talk Group Prefix"
  - Individual Radio IDs
  - Individual Talk Group IDs
- Notify SIEC Chairman that all required information has been entered into the P25 system management terminal and Requesting Agency is able to access the system.
- If a request for P25 system access is received directly by DPS, Radio Communications they will forward the request to the SIEC Chairman prior to initiating any system access process.

#### **Contact Information for DPS, Radio Communications:**

DPS, Radio Communications  
8001 Independence Blvd.  
Baton Rouge, LA 70806  
225-925-6036 Office  
225-925-7003 Fax  
[radio.communications@dps.la.gov](mailto:radio.communications@dps.la.gov)

#### **IV. Subscriber Unit Programming**

Programming of subscriber units will be arranged by the Requesting Agencies.

Advanced keys will be purchased by Requesting Agency from vendor and provided to DPS, Radio Communications to load initial programming and returned to Requesting Agency for self programming. All subscriber units will be programmed as designated per the Interoperable Channels and Talkgroups Policy. To program advanced keys with other agencies talk groups, a Letter of Approval from the respective agency will be provided to programmer.